Delivery Strategy Template

Answer the following questions about the training audience, desired performance, and administration. Once complete, review the factors/answers and prioritize the 3-5 that are essential for a successful training course in the *Priority* column. Refer to the table in the *Determine Delivery Strategy* document to identify a delivery strategy based upon the selected factors.

Factors	Questions	Answers	Priority
Audience			
Size of audience	*How large is the audience?*		
Geographic dispersion	*How is the audience geographically dispersed?*		
Performance			
Complexity of content	*What type of content is it? (Awareness, application, or decision-making?)*		
Task simulation/need to use a system	*Is the participant able to practice or simulate the training content?*		
Collaborative work tasks	*Is the participant able to collaborate with others to perform the training content/tasks?*		
Computer comfort	*Is the participant comfortable using computers?*		
Administration			
Development time	*How much time does it take to develop the training course? (High, medium, or low?)*		
Development cost	*What are the initial and ongoing development costs? (High, medium, or low?)*		
Deployment cost	*How much does it cost to deploy? (Facilities, travel, materials, etc.) (High, medium, or low?)*		
Need for maintenance	*What is the cost to maintain/update materials? (High, medium, or low?)*		